



Forfeited Asset Sharing Program System User Guide

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Forfeited Asset Sharing Program (FASP)

Release Version 1.0

The DCJS FASP system is developed and distributed by the Virginia Department of Criminal Justice Services agency. The system was designed to assist with the distribution of all cash, negotiable instruments and proceeds from a sale in accordance with the asset-sharing program guidelines and the Code of Virginia.

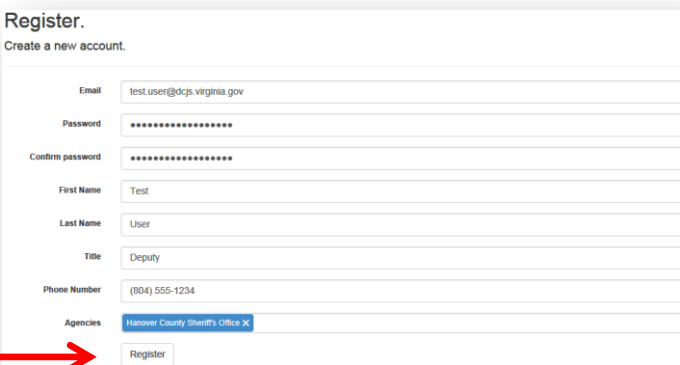
Section 1: User Account Management

NEW USER REGISTRATION

1. First time users must create an account. Select **Register as a new user**.

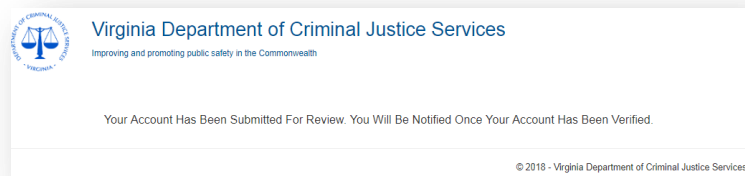


2. Complete all fields and click on **Register**.

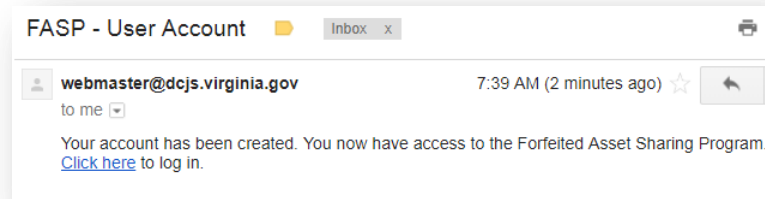


3. Password requirements are **"Minimum 8 characters, combination upper/lower case, numerical character and special character"**. A system will display this message if you exit the field without meeting the requirements.

4. A confirmation that **Your Account Has Been Submitted For Review. You Will Be Notified Once Your Account Has Been Verified.** will display.

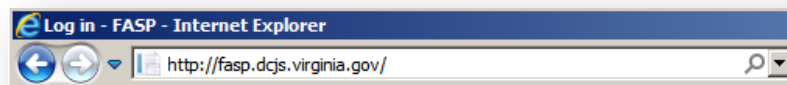


5. Once your account has been verified you will receive an email notification that the setup is complete and you can proceed to the login.



LOGGING INTO THE FASP SYSTEM

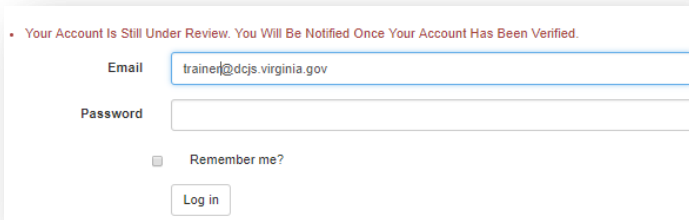
6. Click on the [Click Here](#) link in the email. This should take you to the FASP Login page. If your computer's configuration does not take you to the website copy <http://fasp.dcjs.virginia.gov/> and paste it into your browsers address line.



7. Enter the registered email address and password and select **Log in**.

A screenshot of the FASP login form. It contains two input fields: "Email" with the value "fasp@gmail.com" and "Password" with masked characters. Below the password field is a checkbox labeled "Remember me?". At the bottom is a "Log in" button. A red arrow points to the "Log in" button.

8. If you attempt to login prior to DCJS review and approval **Your Account Is Still Under Review. You Will Be Notified Once Your Account Has Been Verified.** will display.



A red arrow points to the top of the login form. The form displays a red error message at the top: "Your Account Is Still Under Review. You Will Be Notified Once Your Account Has Been Verified." Below the message, there are input fields for "Email" (containing "trainert@dcjs.virginia.gov") and "Password". There is a "Remember me?" checkbox and a "Log in" button.

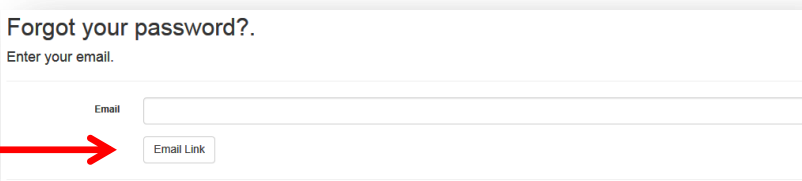
RESETTING YOUR PASSWORD

9. If at any time you do not remember your password select **Forgot your password?**



A red arrow points to the "Forgot your password?" link at the bottom of the login form. The form is for the Virginia Department of Criminal Justice Services, with the tagline "Improving and promoting public safety in the Commonwealth". It includes input fields for "Email" and "Password", a "Remember me?" checkbox, and a "Log in" button. Below the "Log in" button are links for "Register as a new user" and "Forgot your password?".

10. Enter the **Email** address and select **Email Link** to receive a reset email.



A red arrow points to the "Email Link" button. The form is titled "Forgot your password?" and asks the user to "Enter your email." It features an "Email" input field and an "Email Link" button.

11. The system will display **Forgot Password Confirmation. Please check your email to reset your password.**

12. To change your password within the system click on the email address located in the top right of the form. A Manage your account page will be displayed. Select **Change your password** to open the Change Password Form. Enter the Current password, New password and Confirm new password and select **Change password** to save your changes.

The diagram illustrates the steps to change a password. It starts with a user interface element showing 'Hello fasp@gmail.com!' and a 'Log off' link. A red circle highlights the email address, and a red arrow points from it to the 'Change your password' button in the 'Manage your account' form. From there, another red arrow points to the 'Change Password.' form, which contains fields for 'Current password', 'New password', and 'Confirm new password', along with a 'Change password' button.

Manage your account

Change your password

Title: Ofc. First Name: Bobby Last Name: Brown

Email: fasp@gmail.com Phone Number: (540) 489-0001

Change Password.

Change Password Form

Current password

New password

Confirm new password

Change password

You are now successfully logged into the DCJS FASP system. Proceed to the next page for additional instructions on using the FASP application.

Section 2: System Navigation

1. When you log into the system you will be at the Forfeited Asset Sharing Program's home page. This page groups and sorts cases by category and status.

Virginia Department of Criminal Justice Services
Improving and promoting public safety in the Commonwealth

Forfeited Asset Sharing Program

Pinetree Georgia County Police Department | Halifax/South Boston Regional Narcotics and Gang Task Force-SS

Open Cases with Pending or no Assets

DCJIS F #	Agency Case #	Status	Case Action
Pinetree Georgia County Police Department			
19-FB15001	05-20-2018 4:20 AM	Pending	Submitted
19-FB15004	05-20-2018 5:16 AM	Pending	Saved
19-FB15003	05-20-2018 4:50 AM	Pending	Saved
19-FB15002	05-20-2018 4:38 AM	Pending	Saved
19-FB14908	05-20-2018 12:00 PM	Pending	Saved
19-FB14911	1	Pending	Saved
19-FB14920	FK1	Pending	Saved
19-FB14907	0-29-2018 11:48 AM	Pending	Saved
19-FB14903	05-20-2018 8:35 AM	Pending	Saved
19-FB14901	05-20-2018 7:33 AM	Pending	Approved
Halifax/South Boston Regional Narcotics and Gang Task Force-SS			
19-FB15005	TASK FORCE TEST	Pending	Submitted

Open Cases with No Pending Assets

DCJIS F #	Agency Case #	Status	Case Action
Pinetree Georgia County Police Department			
19-FB14703	05-27-2018 9:13 PM	Pending	Approved
19-FB14902	05-20-2018 7:33 AM (2)	Pending	Approved
19-FB14912	denver@ore	Pending	Approved
19-FB14901	05-20-2018 8:02 AM	Pending	Approved
19-FB14702	05-27-2018 9:58 PM	Pending	Approved
19-FB14903	05-20-2018 8:35 AM	Pending	Approved
19-FB14901	05-20-2018 7:33 AM	Pending	Approved
Halifax/South Boston Regional Narcotics and Gang Task Force-SS			
19-FB14901	0000000000	Pending	Approved

Open Cases with In-Kind Assets

DCJIS F #	Agency Case #	Status
-----------	---------------	--------

Closed Cases

DCJIS F #	Agency Case #	Status
-----------	---------------	--------

Participating Cases

DCJIS F #	Agency Case #	Status
-----------	---------------	--------

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Open Cases is a list of cases that have been created, saved, submitted, approved and rejected. Cases are displayed in numerical order by agency.

Open Cases with In-Kind Assets is a list of cases with at least one asset that has a status of In-Kind. Cases are displayed in numerical order by agency.

Closed Cases is a list of cases that have been closed. Cases are displayed in numerical order by agency.

Participating Agency Open Cases is a list of cases where the user primary agency is included as a "Participating Agency" and is not the Seizing Agency. These cases are view only and may not be updated. Cases are displayed in numerical order by agency.

Participating Agency Closed Cases is a list of cases that have been closed where your primary agency is included as a "Participating Agency" and is not the Seizing Agency. Cases are displayed in numerical order by agency.

Section 3: Creating a 998

1. To create a new case and initiate a 998, from the home page, click on the Agency or Task Force you are creating the case for.



2. The Seizing Agency and Email Address are pre-fill based on the User Account. Seizure State is always VA.

If the case is for a Task Force the Joint Seizure Participating Agencies will be populated with all agencies in the Task Force. You can add or remove agencies in this section.

Complete the additional fields and select **Save & Continue** to proceed to the next form. To cancel the case select **Cancel** to return to the home page. Information entered will not be saved when **Cancel** is selected.

Create 998

Seizing Agency <input type="text" value="Halifax/South Boston Regional Narcotics and Gang Task Force-3B"/>	Email Address <input type="text" value="LisaS23116@comcast.net"/>
Criminal Charges Filed: <input type="text" value="Select ..."/>	VSP (Virginia State Police) Involved? <input type="text" value="Select ..."/>
Joint Seizure Participating Agencies <div>HALIFAX COUNTY COMMONWEALTH'S ATTORNEY x HALIFAX COUNTY SHERIFF'S OFFICE x SOUTH BOSTON POLICE DEPARTMENT x VIRGINIA DEPT OF STATE POLICE x</div>	
Seizing Agency Case Number <input type="text"/>	Date of Seizure <input type="text" value="05/23/2018"/>
Seizure State <input type="text" value="VA"/>	Seizure Locality <input type="text" value="Select locality..."/>
Legal Grounds for Seizure <input type="text" value="Select ..."/>	
<input type="button" value="Save & Continue"/> <input type="button" value="Cancel"/>	

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3. **Criminal Charges Filed, Virginia Dept of State Police (VSP) Involved, Seizing Agency Case Number, Date of Seizure, Seizure Locality and Legal Grounds for Seizure** are required fields. You will be unable to proceed if these fields are not filled. Complete the form and select **Save & Continue** to proceed to the next form.

The screenshot shows the 'Create 998' form with the following fields and annotations:

- Criminal Charges Filed:** A dropdown menu with 'Select ...' as the placeholder. A red arrow points to this field.
- VSP (Virginia State Police) Involved?** A dropdown menu with 'Select ...' as the placeholder. A red arrow points to this field.
- Joint Seizure Participating Agencies:** A section containing four agency names in blue buttons: 'HALIFAX COUNTY COMMONWEALTH'S ATTORNEY', 'HALIFAX COUNTY SHERIFF'S OFFICE', 'SOUTH BOSTON POLICE DEPARTMENT', and 'VIRGINIA DEPT OF STATE POLICE'.
- Seizing Agency Case Number:** A text input field. A red arrow points to this field. Below the field is a yellow warning message: 'Case Number is Required.'
- Date of Seizure:** A date picker showing '05/23/2018'.
- Seizure State:** A dropdown menu with 'VA' selected.
- Seizure Locality:** A dropdown menu with 'Select locality...' as the placeholder. A red arrow points to this field. Below the field is a yellow warning message: 'A Locality is required.'
- Legal Grounds for Seizure:** A dropdown menu with 'Select ...' as the placeholder. A red arrow points to this field.
- Buttons:** 'Save & Continue' and 'Cancel' buttons are at the bottom left.
- Footer:** '© 2018 - Virginia Department of Criminal Justice Services' is at the bottom right.

4. If **Yes** is selected in **Criminal Charges Filed** another field is required to indicate Drug Related Case or Non-drug Related Case.

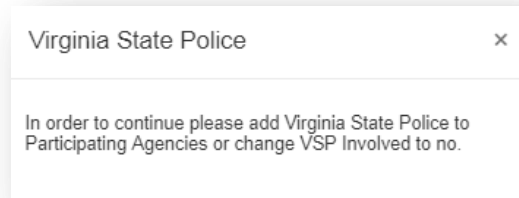
The first screenshot shows the 'Criminal Charges Filed' dropdown menu with 'Yes' selected. The second screenshot shows the same dropdown menu with 'Non-drug Related ...' selected.

NOTE: Non-drug related cases are not eligible for this program. If Non-Drug Related is selected a notification that the case is ineligible will display and you will be unable to proceed.

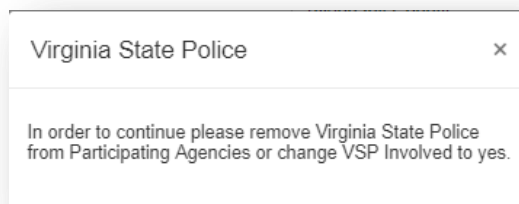
The dialog box is titled 'Drug Related' and contains the following text:

Non drug related seizures may not be submitted to the Forfeited Asset Sharing Program. Please check with your local Commonwealth's Attorney's Office to determine how the forfeiture should be handled.

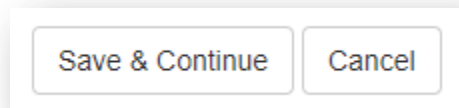
5. If **Yes** is selected in **Virginia Dept of State Police (VSP) involved?** you must include VSP as a Participating Agency. If VSP involved is Yes and VSP is not included as a participating agency an error will be displayed. Add VSP to participating agency or change VSP involved to No to proceed.




6. If **No** is selected in **Virginia Dept of State Police (VSP) involved?** VSP as a Participating Agency will not be allowed. If VSP involved is No and VSP is included as a participating agency an error will be displayed. Remove VSP from participating agency or change VSP involved to Yes to proceed.



7. Select **Save & Continue** to proceed or select **Cancel** to exit out of the form without saving the data entered.



8. The case is now created and a DCJS case number has been assigned.



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Improving and promoting public safety in the Commonwealth

Edit

18-PB12401

Seizing Agency

Test Task Force (04162018)

Email Address

fasp@gmail.com

Joint Seizure Participating Agencies

ALEXANDRIA COMMONWEALTH'S ATTORNEY X ALEXANDRIA POLICE DEPARTMENT X FAIRFAX CITY POLICE DEPARTMENT X
FAIRFAX COUNTY COMMONWEALTH'S ATTORNEY X FAIRFAX COUNTY POLICE DEPARTMENT X VIRGINIA DEPARTMENT OF STATE POLICE X

VSP (Virginia State Police) Involved? No

Seizing Agency Case Number

S4321

Date of Seizure

04/01/2018

Seizure State

VA

Seizure Locality

Fairfax County

Legal Grounds for Seizure

19.2-386.22

Criminal Charges Filed:

Yes
Drug Related

Defendant/Co-Defendant

+ ADD NEW RECORD

First Name	MI	Last Name
------------	----	-----------

Vehicles

+ ADD NEW RECORD

Year	Make	Model	Property Value
			\$0.00

Currencies

+ ADD NEW RECORD

Property Description	Property Value
	\$0.00

Misc Items

+ ADD NEW RECORD

Property Description	Property Value
	\$0.00

Officer Information

Contact Officer

Detective Bromwyn Morris

Email

bobbie.morris@dca.virginia.gov

Phone

8046552356

Chief

TO DO

Email

TO DO

Phone

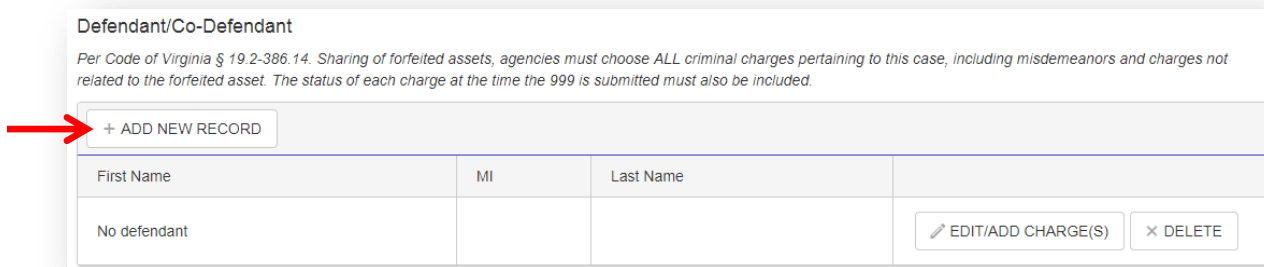
TO DO

Save

Submit

Back to Main Menu

9. To add Defendant/Co-Defendant information to the case select **+ ADD NEW RECORD**.



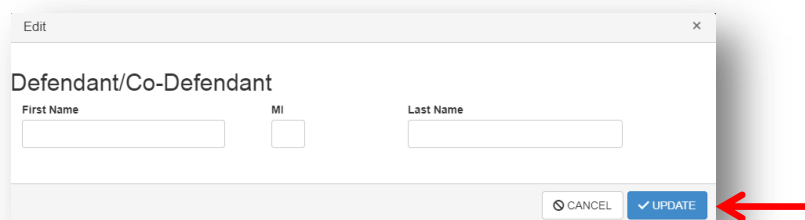
Defendant/Co-Defendant

Per Code of Virginia § 19.2-386.14. Sharing of forfeited assets, agencies must choose ALL criminal charges pertaining to this case, including misdemeanors and charges not related to the forfeited asset. The status of each charge at the time the 999 is submitted must also be included.

+ ADD NEW RECORD

First Name	MI	Last Name	
No defendant			EDIT/ADD CHARGE(S) DELETE

10. Enter Defendant/Co-Defendant name and select **UPDATE**. If there is no Defendant/Co-Defendant for this case you may leave the name fields blank or make an entry for informational purposes such as Unknown or No defendant. To add additional records repeat these steps.



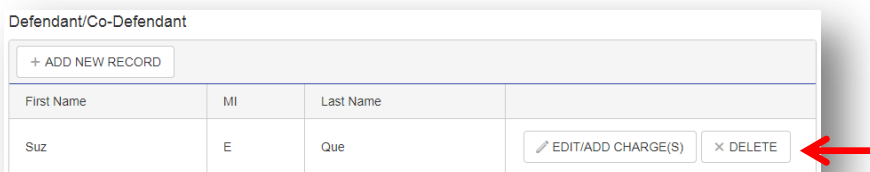
Edit

Defendant/Co-Defendant

First Name MI Last Name

CANCEL **UPDATE**

11. Once a Defendant/Co-Defendant record has been created the option to enter Charges becomes available. To enter Charges select **EDIT/ADD CHARGE(S)** next to the appropriate Defendant/Co-Defendant. Charges are not required and may be entered at a later date on the 999.

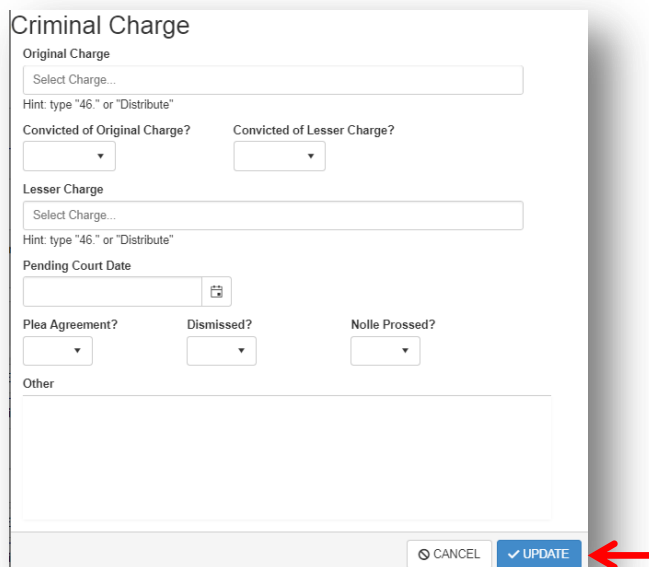


Defendant/Co-Defendant

+ ADD NEW RECORD

First Name	MI	Last Name	
Suz	E	Que	EDIT/ADD CHARGE(S) DELETE

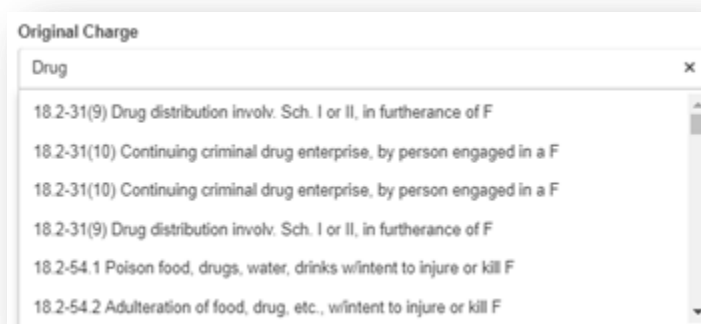
12. Select **+ ADD NEW RECORD**. Enter appropriate information and select **UPDATE**. To add additional records repeat these steps.



The screenshot shows a 'Criminal Charge' form with the following fields and options:

- Original Charge:** A dropdown menu with the text 'Select Charge...' and a hint: 'Hint: type "46." or "Distribute"'.
- Convicted of Original Charge?:** A dropdown menu.
- Convicted of Lesser Charge?:** A dropdown menu.
- Lesser Charge:** A dropdown menu with the text 'Select Charge...' and a hint: 'Hint: type "46." or "Distribute"'.
- Pending Court Date:** A date input field with a calendar icon.
- Plea Agreement?:** A dropdown menu.
- Dismissed?:** A dropdown menu.
- Nolle Prossed?:** A dropdown menu.
- Other:** A large text area.
- Buttons:** 'CANCEL' and 'UPDATE' (highlighted with a red arrow).

13. In the Original Charge and Lesser Charge fields you may enter any portion of the charge to limit the list. For example if 18.2 is entered the selection will be limited to only those charges that contain 18.2. If there are no Criminal Charges select "No Criminal Charges Filed".



The screenshot shows a dropdown menu titled 'Original Charge' with the search term 'Drug'. The list of charges is as follows:

- 18.2-31(9) Drug distribution involv. Sch. I or II, in furtherance of F
- 18.2-31(10) Continuing criminal drug enterprise, by person engaged in a F
- 18.2-31(10) Continuing criminal drug enterprise, by person engaged in a F
- 18.2-31(9) Drug distribution involv. Sch. I or II, in furtherance of F
- 18.2-54.1 Poison food, drugs, water, drinks w/intent to injure or kill F
- 18.2-54.2 Adulteration of food, drug, etc., w/intent to injure or kill F

14. To add assets to the case select the **+ ADD NEW RECORD** in the appropriate asset category section. To include Seized From and Lien Holder Information click on the down arrows and a data entry form will display. When all asset information is entered select **UPDATE** to continue.

The screenshot shows the 'Edit' form for a 'Vehicle' asset. The form includes fields for VIN, Mileage, Year, Make, Model, and Value. Below these are expandable sections for 'Seizure Information', 'Lien Holder Information', 'Storage Location', and 'Comments'. Red arrows indicate the workflow: clicking the down arrow on 'Seized From' to open its form, clicking the down arrow on 'Lien Holder Information' to open its form, and finally clicking the 'UPDATE' button at the bottom right.

Seized From

First Name MI Last Name
Address 1
Address 2
City/County State Zip Code
Select state...

Lien Holder Information

Primary Lien/Mortgage Holder?
☐
First Name MI Last Name
Company Name
Address 1
Address 2
City/County State Zip Code
Select state...

CANCEL UPDATE

Note: The Seized From information is related to the individual the property was seized from and is not the seizure location. Seizure location should be entered in the comments section. Information entered into the Comments section of an asset is for can be viewed by DCJS and **will** print on the 998.

15. A comments section is available at the bottom of the 998 form. This section is for use by Law Enforcement Agencies and is for informational purposes only. This section can be viewed by DCJS; however, it will **not** print on the 998.

The screenshot shows the 'Comments' section of the form. It features a large text area for entering comments. Below the text area are three buttons: 'Save', 'Submit', and 'Back to main menu'.

Comments


Save Submit Back to main menu

16. You have the options to **Save**, **Submit** the 998 or go **Back to Main Menu**. The Save option allows you to save your work and remain on the form. Back to Main Menu saves your work and returns you to the application home page.

Submit sends the case to DCJS for review and approval. Once a case has been submitted no additional updates are allowed. If changes are required, contact DCJS FASP Admin to have the case re-opened.



17. Cases are displayed on the Home page along with the status and actions available based on the status of the case. Once a case is **Approved** the option to Create a 999 becomes available.

DCJS FS #	Agency Case #	Status	Case Action	
Prince George County Sheriff's Office				
18-FS14303	123	Pending	Approved	Details Create/View 999 
18-FS14318	86543	Pending	Rejected	Edit Details Delete
18-FS14319	01-2345	Pending	Submitted	Details
18-FS14308	879	Pending	Saved	Edit Details Delete

IMPORTANT NOTE: Once a 999 is created no additional changes to the 998 will be allowed. It is important that you ensure the accuracy of the case information (i.e. participating agencies) entered on the 998 before creating a 999.

Section 4: Creating a 999

1. To create a 999 on an approved case click **Create/View 999** to proceed to the 999 page.

18-FS15009	05-30-2018 2:21 PM	Pending	Approved	View 998	Create/View 999
------------	--------------------	---------	----------	----------	-----------------

2. At the top of the 999 page the DCJS Case # and Seizing Agency Case # are displayed. 999's are created for an individual case. To create a 999 for a different case go back to the main page and select **Create/View 999** associated with the appropriate case.

999's for 19-FS19907 (Sample 999)

Create New 999

Submitted By	DCJS FS Number	Creation Date	Status
Fasn@gmail.com	19-FS19907	7/18/2018 3:31:53 PM	Saved

View 999 Edit 999 Delete

- 1995 Ford F-150
- US Currency
- Jewelry

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3. Select **Create New 999** to proceed

999's for 19-FS19907 (Sample 999)

Create New 999

4. Assets that have not been submitted on a 999 are displayed in the Available Property section of the form.

Create 999

DCJS FS Number: 18-FS13001

Available Property

- 2006 BMW 5 Series - (\$6375)
- US Currency - (\$5000) - (\$5000)
- Toy Hauler - (\$0) - (\$0)

Selected Property

Create Back to List

5. Select at least one asset and click the **right arrow** to include the asset on the 999. Select the **double right arrow** to select and move all assets. If an asset is moved to the Selected Property in error click on the asset in the Selected Property section and select the **left arrow** to return it to Available Property or select the **double left arrow** to move all assets.

Please select at least one item below to continue. ?

Available Property		Selected Property
2006 BMW 5 Series - (\$6375)	▲	US Currency - (\$5000) - (\$5000)
Toy Hauler - (\$0) - (\$0)	▼	
	▶	
	◀	
	▶▶	
	◀◀	
	✕	


6. Select **Create** to proceed.

Please select at least one item below to continue. ?

Available Property		Selected Property
	▲	US Currency (3500.00)
	▼	Jewelry (2500.00)
	▶	1995 Ford F-150 (900.00)
	◀	
	▶▶	
	◀◀	
	✕	

→ Create Cancel

7. The 999 form is displayed



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Edit 999

DCJSFS #:

Seizing Agency

Email Address

Seizing Agency Case Number

Date of Forfeiture Order/Plan Agreement

Defendant/Co-Defendant

First Name	MI	Last Name	
None			<input type="button" value="EDIT/ADD CHARGE(S)"/> <input type="button" value="X DELETE"/>

Vehicles

Year	Make	Model	Value	Court Disposition	Disbursement Amount
1995	Ford	F-150	\$900.00	Court Disposition...	\$0.00

Currency

Description	Value	Court Disposition	Disbursement Amount
US Currency	\$3,500.00	Court Disposition...	\$0.00

Misc Property

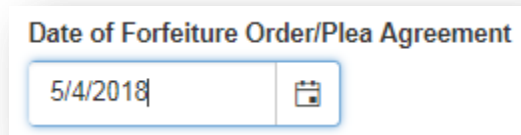
Property Description	Value	Disposition(s)	Disbursement Amount
Jewelry	\$2,500.00	Court Disposition ...	\$0.00

Total Disbursement

Agency	Percentage
Virginia Dept of Criminal Justice Services	10.0000
Louisa County Commonwealth's Attorney	0.0000
Louisa County Narcotics and Gang TF-1K	0.0000
Louisa County Sheriff's Office	0.0000
Virginia Dept of State Police	0.0000
	Total %: 10.0000

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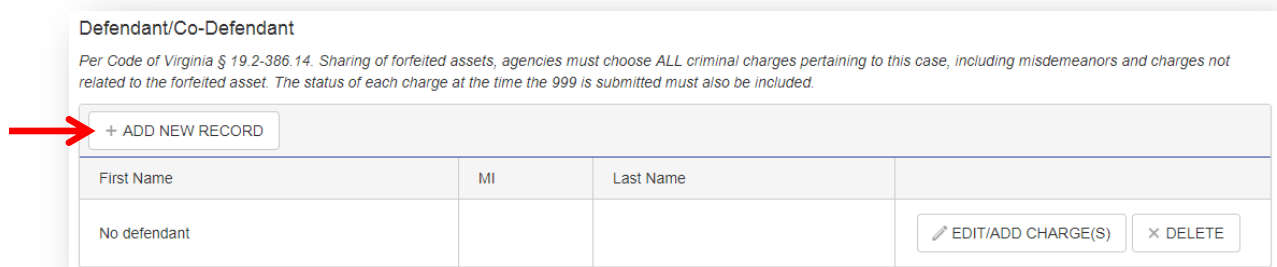
8. Enter the **Date of Forfeiture Order/Plea Agreement**



A screenshot of a web form titled "Date of Forfeiture Order/Plea Agreement". It features a text input field containing "5/4/2018" and a calendar icon to its right.

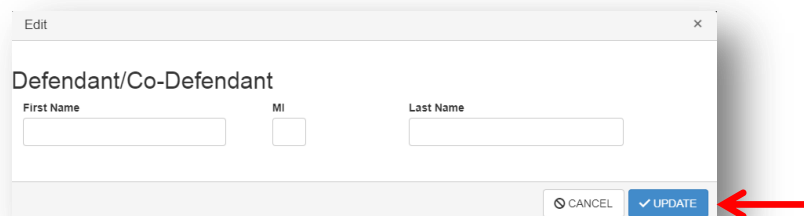
9. Each 999 must have at least one defendant with at least one Criminal Charge. If there is no defendant, select **Add Defendant** and leave the name fields blank. You may enter Unknown, None or any value that would be useful. If Criminal Charge information was previously entered skip to Step 15.

10. To add Defendant/Co-Defendant information to the case select **+ ADD NEW RECORD**.



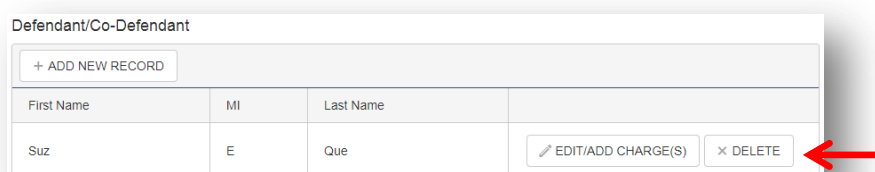
A screenshot of a web form titled "Defendant/Co-Defendant". It includes a text input field with a red arrow pointing to it, containing the text "+ ADD NEW RECORD". Below this is a table with columns: First Name, MI, Last Name, and an action column. The first row of the table has the text "No defendant" in the First Name column. The action column contains two buttons: "EDIT/ADD CHARGE(S)" and "X DELETE".

11. Enter Defendant/Co-Defendant name and select **UPDATE**. If there is no Defendant/Co-Defendant for this case you may leave the name fields blank or make an entry for informational purposes such as Unknown or No defendant. To add additional records repeat these steps.



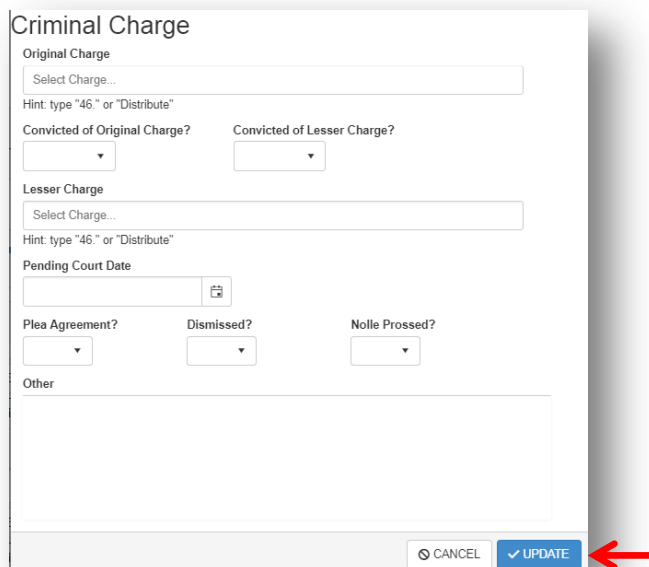
A screenshot of a web form titled "Edit Defendant/Co-Defendant". It has three text input fields: First Name, MI, and Last Name. At the bottom right, there are two buttons: "CANCEL" and "UPDATE". A red arrow points to the "UPDATE" button.

12. Once a Defendant/Co-Defendant record has been created the option to enter Charges becomes available. To enter Charges select **EDIT/ADD CHARGE(S)** next to the appropriate Defendant/Co-Defendant.



A screenshot of a web form titled "Defendant/Co-Defendant". It includes a text input field with a red arrow pointing to it, containing the text "+ ADD NEW RECORD". Below this is a table with columns: First Name, MI, Last Name, and an action column. The first row of the table has the text "Suz" in the First Name column, "E" in the MI column, and "Que" in the Last Name column. The action column contains two buttons: "EDIT/ADD CHARGE(S)" and "X DELETE". A red arrow points to the "EDIT/ADD CHARGE(S)" button.

13. Select **+ ADD NEW RECORD**. Enter appropriate information and select **UPDATE**. To add additional records repeat these steps.



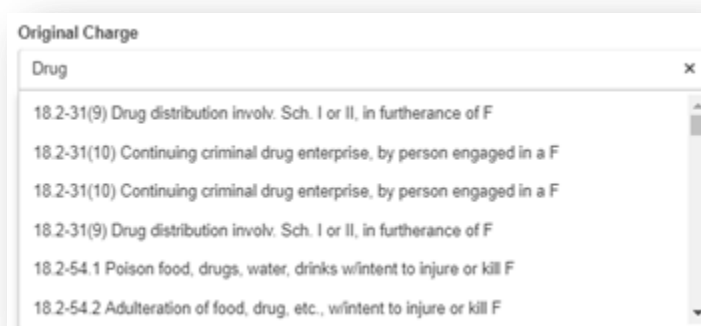
The screenshot shows a 'Criminal Charge' form with the following fields and options:

- Original Charge:** A dropdown menu with the placeholder text 'Select Charge...'. Below it is a hint: 'Hint: type "46." or "Distribute"'.
- Convicted of Original Charge?:** A dropdown menu.
- Convicted of Lesser Charge?:** A dropdown menu.
- Lesser Charge:** A dropdown menu with the placeholder text 'Select Charge...'. Below it is a hint: 'Hint: type "46." or "Distribute"'.
- Pending Court Date:** A date input field with a calendar icon.
- Plea Agreement?:** A dropdown menu.
- Dismissed?:** A dropdown menu.
- Nolle Prossed?:** A dropdown menu.
- Other:** A large text area for additional information.

At the bottom right of the form are two buttons: 'CANCEL' and 'UPDATE'. A red arrow points to the 'UPDATE' button.

14. In the Original Charge and Lesser Charge fields you may enter any portion of the charge to limit the list of available charges. For example if 18.2 is entered the selection will be limited to only those charges that contain 18.2. If there are no Criminal Charges select "No Criminal Charges Filed".

NOTE: You must select a valid charge from the list to populate the Original Charge and Lesser Charge fields. Do not tab out of the field as this will not populate the field with a valid value.



The screenshot shows the 'Original Charge' dropdown menu open, displaying a list of charges. The search term 'Drug' is entered in the top search bar. The list of charges includes:

- 18.2-31(9) Drug distribution involv. Sch. I or II, in furtherance of F
- 18.2-31(10) Continuing criminal drug enterprise, by person engaged in a F
- 18.2-31(10) Continuing criminal drug enterprise, by person engaged in a F
- 18.2-31(9) Drug distribution involv. Sch. I or II, in furtherance of F
- 18.2-54.1 Poison food, drugs, water, drinks w/intent to injure or kill F
- 18.2-54.2 Adulteration of food, drug, etc., w/intent to injure or kill F

15. Enter a **Court Disposition** for each asset on the 999. Based on the selection in the Court Disposition field an **Asset Disposition** field may be displayed. Enter a value in both fields to proceed.

16. If Court Disposition is **Forfeiture** and the Asset Disposition is **Sold** enter **Sale Price** and **Date of Sale**. The Sale Price will populate the Disbursement Amount.

The screenshot shows the 'Vehicles' form. The 'Court Disposition' is set to 'Forfeiture' and the 'Asset Disposition' is set to 'Sold'. The 'Sale Price' is 4000.00 and the 'Date of Sale' is 5/10/2018. The 'Disbursement Amount' field is highlighted with a red arrow, showing a value of \$4,000.00. Below the form, there is an 'Expenses' section with a table for adding adjustments.

Year	Make	Model	Value	Court Disposition	Disbursement Amount
1992	Acura	Integrat	\$4,826.00	Forfeiture Sold	\$4,000.00

Sale Price: 4000.00 Date of Sale: 5/10/2018

Expenses

Expense Type	Expense Comment	Expense Amount

17. To enter Adjustments such as qualifying expenses, interest, etc. select **Add Adjustment**. Select **Deduct** or **Add** and enter the **Amount** and **Description**. Select **Update** to continue. To add multiple adjustments repeat these steps.

The first screenshot shows the 'Add Adjustment' dialog box with 'Deduct (-)' selected, an amount of \$100.00, and a comment of 'Fee'. The second screenshot shows the same dialog box with 'Add (+)' selected, an amount of \$25.00, and a comment of 'Refund'. Both dialogs have 'CANCEL' and 'UPDATE' buttons.

18. The Disbursement Amount will be updated by all Adjustments entered.

The screenshot shows the 'Vehicles' form with the 'Disbursement Amount' field updated to \$3,925.00, indicated by a red arrow. The 'Expenses' section now shows two adjustments: a 'Deduct' of \$100.00 for 'Fee' and an 'Add' of \$25.00 for 'Refund'.

Year	Make	Model	Value	Court Disposition	Disbursement Amount
1992	Acura	Integrat	\$4,826.00	Forfeiture Sold	\$3,925.00

Sale Price: 4000.00 Date of Sale: 5/10/2018

Expenses

Expense Type	Expense Comment	Expense Amount	EDIT	DELETE
Deduct	Fee	\$100.00		
Add	Refund	\$25.00		

- 19.Assets that have been forfeited with a Disbursement Amount less than \$500 or a court date more than a year ago (except currency) are not eligible for reimbursement. To report items less than \$500 select Forfeiture and Non-reportable Item. A Sale Price, Date of Sale and Expenses may be entered for record purposes only. No Disbursement Amount will be calculated for a non-reportable item.

Vehicles

Year	Make	Model	Value	Court Disposition	Disbursement Amount
1995	Ford	F-150	\$900.00	<div>Forfeiture</div> <div>Non-reportable Item</div>	\$0.00

Sale Price: 650 Date of Sale: 7/10/2018

Expenses

+ ADD ADJUSTMENT

Expense Type	Expense Comment	Expense Amount	
Deduct	Fee	\$65.00	<div>EDIT</div> <div>DELETE</div>
Deduct	Towing	\$125.00	<div>EDIT</div> <div>DELETE</div>

- 20.If an asset with a Sale Price greater than \$500 is entered and the Disbursement Amount falls below \$500 after the entry of expenses a message will be displayed notifying you that you must change the disposition to non-reportable to proceed.

Select **OK**. If expenses were added they will need to be deleted prior to changing the disposition values.

If the disbursement amount is less than \$500.00, the asset disposition must be marked as 'Non-reportable Item', please review.

Assets are non-reportable if the value is less than \$500 or the court date was more than a year ago (except currency). To make the asset non-reportable, delete all expenses and change the disposition, then re-enter expenses.

OK

21. The Agency Sharing information is located at the bottom of the 999 form. After the asset disposition portion of the form is complete enter the Sharing Percentage for each agency. The Total % must equal 100 to proceed.

Sharing information is required when even if the Total Disbursement is \$0.00. To continue the Total % must always equal 100.

The image displays two screenshots of a web form for Agency Sharing. The top screenshot shows a form with a 'Total Disbursement' of \$22,267.98 and a table of agencies with their respective percentages. The 'Total %' is 99, and the 'Save & Continue' button is circled in red. The bottom screenshot shows the same form with the 'Total %' updated to 100, and the 'Save & Continue' button is also circled in red.

Agency	Percentage
Virginia Dept of Criminal Justice Services	10.000
Chase City Police Department	25.000
Clarksville Police Department	21.000
Mecklenburg County Sheriff's Office	18.700
South Hill Police Department	17.300
Virginia Dept of Alcoholic Beverage Control	5.000
Virginia Dept of State Police	2.000
Total %:	99

Agency	Percentage
Virginia Dept of Criminal Justice Services	10.000
Chase City Police Department	25.000
Clarksville Police Department	22.000
Mecklenburg County Sheriff's Office	18.700
South Hill Police Department	17.300
Virginia Dept of Alcoholic Beverage Control	5.000
Virginia Dept of State Police	2.000
Total %:	100

22. Once the Total % equals 100 select **Save & Continue** to proceed.

23. The system will calculate the Disbursement Amount for each agency based on the entries made in the first form. In this section the Amounts may be adjusted as needed.

Vehicles

Year	Make	Model	Value	Court Disposition	Disbursement Amount
1950		Hoopdi	\$150,000.00	Forfeiture Returned In-Lieu of Forfeiture	\$500.00

Agency

Agency	Percent	Amount
Virginia Dept of Criminal Justice Services	10.000	50.00
Buckingham County Commonwealth's Attorney	5.000	25.00
Buckingham County Sheriff's Office	2.000	10.00
Colonial Beach Police Department	17.300	86.50
Fairfax County Police Department	9.300	46.50
Fairfax County Sheriff's Office	16.200	81.00
Falls Church Police Department	5.200	26.00
Frederick County Sheriff's Office	5.000	25.00
Prince George County Police Department	25.000	125.00
Virginia Dept of State Police	5.000	25.00

Total Amount: 500.00

Currency

Description	Value	Court Disposition	Disbursement Amount
US Currency	\$9,876.53	Forfeiture	\$9,875.30

Expenses

Expense Type	Expense Comment	Expense Amount
Deduct	Processing Fee	\$1.23

Agency

Agency	Percent	Amount
Virginia Dept of Criminal Justice Services	10.000	987.53
Buckingham County Commonwealth's Attorney	5.000	493.77
Buckingham County Sheriff's Office	2.000	197.51
Colonial Beach Police Department	17.300	1,708.43
Fairfax County Police Department	9.300	918.40
Fairfax County Sheriff's Office	16.200	1,599.80
Falls Church Police Department	5.200	513.52
Frederick County Sheriff's Office	5.000	493.77
Prince George County Police Department	25.000	2,468.83
Virginia Dept of State Police	5.000	493.77

Total Amount: 9,875.33

Total must equal Asset Disbursement Amount

Percent values do not update when an amount is adjusted. To change the Percent go back to the previous form and enter in the correct percent. Select **Save & Continue**. Once you've selected Save & Continue the system will re-calculate all values on each asset and update the amounts. If you had made individual adjustments to amounts those entries will be lost and must be re-entered.

24.If the calculations Total Amount does not equal the Disbursement Amount a message is displayed notifying you the **Total must equal Asset Disbursement Amount**. Adjust the Amount(s) until the numbers equal to proceed.

The image displays two screenshots of the FASP System interface, illustrating a discrepancy between the Total Amount and the Total Disbursement.

Top Screenshot:

- Total Disbursement:** 10,375.30 (highlighted with a red circle)
- Summary Table:**

Agency	Amount
Virginia Dept of Criminal Justice Services	\$1,037.53
Buckingham County Commonwealth's Attorney	\$518.77
Buckingham County Sheriff's Office	\$207.51
Colonial Beach Police Department	\$1,794.93
Fairfax County Police Department	\$964.90
Fairfax County Sheriff's Office	\$1,680.80
Falls Church Police Department	\$539.52
Frederick County Sheriff's Office	\$518.77
Prince George County Police Department	\$2,593.83
Virginia Dept of State Police	\$518.77
Total Amount:	10,375.33

- Officer Information:**
 - Contact Officer: Tester Lisa S
 - Chief: Chief Oscar Meyer
- Comments:** (Empty text area)
- Buttons:** Back, Save, Print (highlighted with a red circle)

Bottom Screenshot:

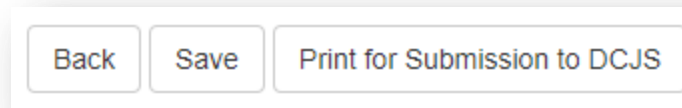
- Total Disbursement:** 10,375.30 (highlighted with a green circle)
- Summary Table:**

Agency	Amount
Virginia Dept of Criminal Justice Services	\$1,037.53
Buckingham County Commonwealth's Attorney	\$518.77
Buckingham County Sheriff's Office	\$207.51
Colonial Beach Police Department	\$1,794.93
Fairfax County Police Department	\$964.90
Fairfax County Sheriff's Office	\$1,680.80
Falls Church Police Department	\$539.52
Frederick County Sheriff's Office	\$518.77
Prince George County Police Department	\$2,593.80
Virginia Dept of State Police	\$518.77
Total Amount:	10,375.30

- Officer Information:**
 - Contact Officer: Tester Lisa S (Email: LisaS23116@comcast.net, Phone: (804) 786-8475)
 - Chief: Chief Oscar Meyer (Email: oscarm@gmail.com, Phone: (804) 555-1234)
- Comments:** (Empty text area)
- Buttons:** Back, Save, Print (highlighted with a green circle)

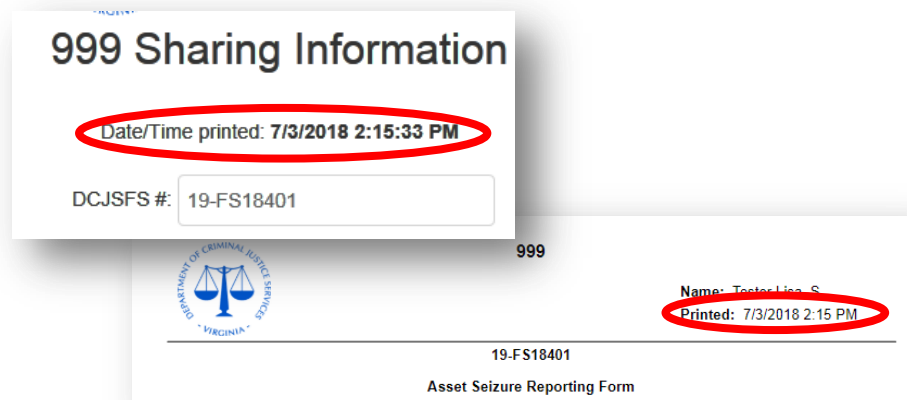
Section 5: Producing the 999 form for Submission

1. Once the Total Disbursement and Total Amount on each asset are equal you will be presented with the option to **Save** or **Print for Submission to DCJS**. The Save option allows you to save your work and remain on the form.



Back Save Print for Submission to DCJS

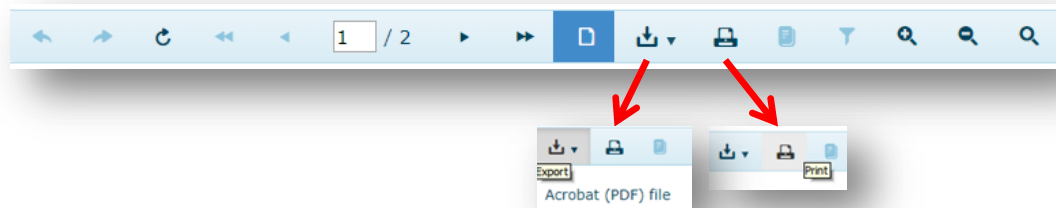
The Print for Submission to DCJS option generates the 999 form for printing and adds a date/time stamp at the top of both the on-line form and the printed form. The date/time will be updated each time you select the print option from the edit 999 option.



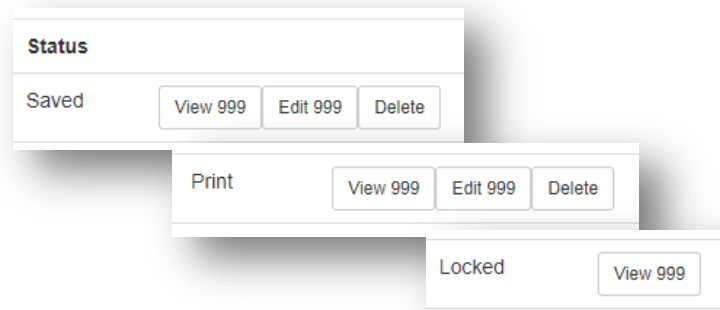
The image shows two overlapping screenshots. The top screenshot is a web form titled "999 Sharing Information". It features a red oval around the text "Date/Time printed: 7/3/2018 2:15:33 PM". Below this is a text box labeled "DCJSFS #: 19-FS18401". The bottom screenshot is a printed form titled "999" with the Department of Criminal Justice Services logo. It includes a red oval around the text "Printed: 7/3/2018 2:15 PM". The printed form also displays the ID "19-FS18401" and the title "Asset Seizure Reporting Form".

2. It is important to note that the date on the printed 999 sent to DCJS must match the date in the system. This is to ensure the DCJS is in receipt of the most up to date information. When DCJS receives the printed 999 the date on the form will be matched to the date in the system. If the dates do not match the 999 will be rejected.

3. To print the form click on the printer icon to be presented with the print menu. Select the **Print** icon or select **Export** to save to a PDF file.



4. Send the printed form to the Department of Criminal Justice Services along with any necessary documentation.
5. The status of the 999 is reflected on the Create 999 page. If a 999 has been created and not yet printed the Status will be Saved and you may Edit or Delete the 999.



6. Saved 999's are not available for processing by DCJS FASP Staff.
7. Print status indicates the 999 form has been printed and should have been submitted to DCJS. Forms may be re-printed for submission to DCJS when status is Saved or Print.
8. Once the printed, signed, 999 form is received by DCJS the FASP Staff will change the status of the 999 to Locked. When a 999 is Locked no edits may be made to the 999. You must contact DCJS FASP Staff to request a case be re-opened for editing.
9. 999's will remain accessible in view only form once Locked. Select **View 999** to open the form.

For questions or information about the Forfeited Asset Sharing Program, please contact one of the staff members below:

Beth Dandridge, Coordinator
(804) 371-0538 or elizabeth.dandridge@dcjs.virginia.gov

Bobbie Morris, Asset Forfeiture Specialist
(804) 786-4249 or bobbie.morris@dcjs.virginia.gov